



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON WIESBADEN
UNIT 29623
APO AE 09005-9623

IMWB-ZA

MEMORANDUM FOR All Directorates, Tenant Units and Agencies within the Wiesbaden Military Community

SUBJECT: US Army Garrison Wiesbaden Standing Operating Procedure for Energy Conservation and Water Efficiency

1. References:

- a. Energy Policy Act of 2005.
- b. Executive Order 13423 Strengthening Federal Environmental, Energy, and Transportation Management, 26 January 2007.
- c. Army Regulation (AR) 420-1, Army Facilities Management, 12 February 2008 (Rapid Action Revision (RAR) Issue Date: 28 March 2009).
- d. Executive Order 13514 Federal Leadership in Environmental, Energy, and Economic Performance, 8 October 2009.
- e. Installation Management Campaign Plan, November 11, Annex F.
- f. Army Energy Security Implementation Strategy (AESIS), Jan. 13, 2009.

2. Purpose: The purpose of this SOP is to emphasize responsibility for energy and water conservation and efficiency measures which can be controlled by garrison Soldiers, Tenant Units, Civilians, Family Members, and Contractors without decreasing comfort, safety, health or quality of life standards.

3. Background: Department of the Army, IMCOM-Europe and USAG Wiesbaden guidance to support the Energy Policy Act of 2005. Executive Orders 13423 and 13514 emphasizing customer responsibilities within the Energy Management Program which set goals to be reached by all DOD organizations. USAG Wiesbaden energy reduction goals include: reduction of energy consumption, reduction of water consumption, and reduction of greenhouse gas emissions. USAG Wiesbaden's energy reduction objectives are to cut greenhouse gas emissions by 60% by 2015, relative to 2003 baseline data; reduce energy consumption by 3% per year; utilize renewable energy and sustainable building practices; and reduce petroleum usage by 2% per year.

4. Applicability: This SOP applies to all Directorates, Tenant Units and Agencies within the Wiesbaden Military Community.

5. Procedure:

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a. Commanders and Directors.

(1) Include energy and water conservation responsibilities in duty position descriptions of Commanders and Directors and other key positions that impact energy management.

(2) Ensure that Building Energy Monitors have been assigned for all buildings the unit occupies.

(3) Ensure that all BEMs in their command attend the Building Energy Monitoring training, receive energy checklists (BEM Guide), and perform assigned duties.

(4) Procure and use energy efficient equipment that meets the Energy Star™ requirements.

(5) Monitor the administrative use of vehicles and other energy consuming equipment for unnecessary use. Engines will be turned off when parked or stationary unless maintenance operations require the engine to be running.

(6) Encourage, recognize, and reward worthwhile ideas on energy and water conservation.

(7) When tenant units deploy insure rear detachments consolidate into as few facilities as possible and mothball the remaining unused facilities; including turning off all lights, turning off non-essential electric equipment, and setting air conditioning to 85 Degrees Fahrenheit in summer and 55 Degrees Fahrenheit in winter.

(8) Commanders and Directors, in conjunction with the Garrison Energy Manager; Public Affairs Officer and the Directorate of Community Activities, will take every opportunity to promote energy conservation awareness throughout the USAG's AOR to include community wide activities during the annual Energy Awareness Month, and Earth Week.

b. Director of Public Works/TSMO.

(1) Appoint a trained and knowledgeable Energy Manager who provides required updates and implements effective solutions.

(2) Ensure that new construction incorporates sustainable design principles, and at a minimum, achieve the Silver Level of Leadership in Energy and Environmental Design (LEED).

(3) When replacing lighting, use only standard T-5 light or more energy efficient LED light bulbs. When cost effective, daylight and motion sensors or timers will be used to automatically turn off lights.

(4) During the heating season, DPW will maintain temperatures in occupied general office

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space at 65° to 70° Fahrenheit (+/- 2 degrees) during working hours. Set heaters to decrease to 55° during unoccupied hours.

(5) Ensure cooling devices are set to 74° Fahrenheit (+/- 2 degrees) during working hours. At night or other times when buildings are unoccupied, the temperature should be 85° Fahrenheit (+/- 5 degrees). Exceptions are granted if DoD standards require otherwise (i.e. medical reason, etc.).

(6) Maintain hot water supply temperatures as follows:

(a) Automatic dish washing in food service facilities, 140° F.

(b) Final rinse for dishes and utensils in all food service applications, 180° F.

(c) Child Care Centers IAW AR 608-10 for child occupied areas.

(d) Commercial laundries, 180° F.

(e) Administrative and other facilities, 110° F maximum.

(7) Ensure that contract clauses cover the guidelines of this energy policy. Contractors may also suggest energy conservation opportunities.

c. Director of Logistics.

(1) Strive for petroleum conservation of 2% per year.

(2) Procure fuel efficient vehicles, including plug-in hybrid vehicles when available at a reasonable cost.

(3) Prepare a checklist for drivers that list energy conservation measures while using vehicles.

d. Energy Manager.

(1) Train all BEMs in Building Energy Monitoring.

(2) Provide all expertise and support to BEMs and other assigned energy and water conservation representatives.

(3) Maintain and update all garrison plans and best management practice SOPs pertaining to energy and water conservation.

(4) Visit facilities and conduct quality assurance energy and water conservation inspections as necessary.

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(5) Develop at least one project annually using Energy Savings Performance Contracts (ESPCs) or Energy Conservation Investment Program (ECIP) funding, concentrating on renewable energy.

(6) Monitor consumption of energy and water.

(7) Conduct public outreach activities to raise awareness of energy and water conservation throughout the community.

(8) Enter energy data into the Army Energy and Water Reporting System (AEWRS) every month. Conduct quality controls on this data.

(9) Act as the proponent for energy awards for the community.

(10) Review all new construction and repair projects for compliance with energy requirements.

(11) Attend professional development training including training leading to Certified Energy Manager (CEM).

(12) Establish and co-chair a quarterly Garrison Energy Steering Committee (GESCC), composed of energy managers and organizations/units from within the USAG's Area of Responsibility (AOR), to review energy/water consumption activities, evaluate goals and objectives, and to develop strategies for improvement.

(13) Garrison Energy Managers will provide, at a minimum quarterly, energy training and awareness for installation and community personnel.

(14) Develop an Energy Security Plan and update plans annually based on a review with local utility suppliers.

e. Building Energy Monitors.

(1) Report the rank, name, phone number, and the building number of the BEMs to the Energy Manager.

(2) Distribute and utilize the attached checklist to units and BEMs (encl. a).

(3) Ensure that all building exterior lights are turned off during the day.

(4) Reduce water consumption in and outside of buildings.

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- (5) Encourage the procurement and use of Energy Star™ compliant equipment.
 - (6) Recommend elimination of off-hour and exterior lighting unless necessary for safety and security reasons (AR 190-11), and turn off lights in offices and common areas during off-duty hours.
 - (7) Monitor the authorization of refrigerators in work areas based on the number of personnel supported (1 cubic foot of refrigerator space per person).
 - (8) Monitor the authorization of AC units. Air conditioning units are only authorized if the workspace exceeds the dry bulb temperature of 26.7° C for 350 hours/year.
 - (9) Ensure that general purpose office equipment, including computer monitors, are turned off at the end of a working day or when not in use. Servers, storage area network devices and other network infrastructure are not required to be powered off during periods of non-use.
6. Point of Contact for this SOP is MAJ William McGlothlin, DPW, who may be reached at DSN: 337-5840 / CIV: 0611-705-5840 or via email: william.mcglathlin.mil@lmail.mil.

Encl : BEM Guide

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